



Personnel

WORK SCHEDULES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ ARPC/MSC
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This publication establishes basic policies, responsibilities, and procedures for the administration of work schedules for *Civilian Employees* of ARPC. A ★ indicates revisions from the previous edition.

SUMMARY OF REVISIONS

Paragraph 1 is changed to delete unnecessary references; paragraph 2 is changed to properly define work schedules and the procedure to stagger start and stop times; paragraph 3.10 is added to clarify break and lunch policy; paragraph 4.1 is deleted; many minor changes throughout the instruction for clarity.

★1. References.

- 1.1. AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*.
- 1.2. AFM 177-372A, Vol II, *Time and Attendance Reporting-Civilian Pay System*.
- 1.3. DFAS-DER 177-104, *Civilian Pay Transactions at Base Level*.
- 1.4. ARPCI 36-8007, *Financial Management of Civilian Overtime*

★2. Definitions.

- 2.1. Work Plan. Any one of the four approved work plans.
- 2.2. Work Schedule. The negotiated workdays and days off.
- 2.3. Normal Tour of Duty Plan. The tour of duty for those personnel not participating in the standard or compressed work plans. The work schedule is 0730-1600 with a 30-minute lunch period.
- 2.4. Standard Plan (8-Hour Day). A work schedule in which a participant works 8 hours a day, 5 days a week. The start/stop times may be staggered.
- 2.5. 5-4/9 Plan. A compressed work schedule in which a participant works a combination of 8 days at 9 hours a day, 1 day at 8 hours, and has 1 scheduled day off during the pay period. The start/stop times may be staggered.

- 2.6. 4/10 Plan. A compressed work schedule in which a participant works 10 hours a day, 4 days a week, and has 1 scheduled day off each week. The start/stop times may be staggered, however, start time must be no later than 0730.
- 2.7. Basic Work Requirement. The number of hours, except overtime hours, a participant is required to work or to account for by leave. Working hours consist of the core time bands and the staggered start/stop times.
- 2.8. Core Time. The hours 0830-1100 and 1230-1500 are those portions of the day during which all participants not on leave, or other authorized absence, must be present for work.
- 2.9. Staggered Time Band. The portions of the workday before and after core time (0630-0830 and 1500-1800). Start and stop times may be staggered with supervisory approval, in consideration of the mission, the employee's wishes and other special circumstances.
- 2.10. Bandwidth. The hours 0630-1800, or the span of time from the beginning to the end of the workday.
- 2.11. Selection Period. The length of time (2 weeks or 1 civilian pay period) a participant must remain on a selected work plan.
- 2.12. Participants. All full-time civilian employees are eligible to participate, with the exception of members of the ARPC Leadership Team (ALT). Duty schedules and office hours for military personnel, civilian ALT members and part-time civilian employees will be determined by their supervisors.

3. Policy.

- 3.1. All participants must understand and accept the increased responsibilities incurred with standard and compressed work schedules, and be willing to adjust their work schedules to meet job requirements (work flow, deadlines, special conferences, meetings, etc.).
- 3.2. Standard and compressed work schedules may be terminated by the commander if it is determined their continuation will adversely affect the ARPC mission; or if continuation is not in the best interest of the government, the Air Force, employees, or the public.
- 3.3. Management retains the right to exempt any work center whose participation would impair mission accomplishment. Work center personnel may be temporarily exempt for periods of time as mission requirements dictate (e.g., boards, conferences, mobilization exercises, etc.). When the requirement no longer exists, personnel may negotiate a new work schedule. Management may not limit employees from choosing a work plan simply to accomplish routine work.
- 3.4. ARPC Form 3, **Work Schedule Change**, will be used to select a schedule. The approved schedule will begin on the first day of the next full pay period, and is considered mandatory until the end of a pay period. A participant wishing to change a schedule must submit a new ARPC Form 3 prior to the beginning of the next full pay period. Participants may be released from a work schedule commitment, with the approval of the supervisor, and coordination with the civilian pay technician, on a case-by-case basis.
- 3.5. Scheduled Day Off (SDO). Employees who are on a compressed work schedule will negotiate and schedule the SDO with their supervisor. Parties are encouraged to determine

schedules based on work requirements, employee preferences, and, if necessary, service computation date. Employees and supervisors are expected to rotate the opportunity to select the most desirable SDOs. The supervisor makes the final determination.

3.6. A change in the SDO after the work schedule has been submitted, or during the current pay period, may only be made with supervisory approval.

3.7. With supervisory approval, participants may choose to stagger arrival times within the morning standard time band.

3.8. Lunch periods consist of a minimum of 30 minutes to a maximum of 90 minutes (1100 – 1230)

3.8.1. Following their lunch periods, participants should consult the Table of Proposed Departure Times (**attachments 1, 2, and 3**) to determine correct departure times to ensure a full day is worked. The workday may not be extended to compensate for lunch periods of more than 90 minutes duration, or when the term of the extended lunch period doesn't allow the member to complete the workday by 1800. Time in excess of 90 minutes for lunch must be charged to leave.

3.8.2. Determination of the time participants may begin their lunch period is the responsibility of the immediate supervisor, with proper consideration of the employee's wishes. Although 1100-1230 is the approved lunch time frame, supervisors may deviate to meet special deadlines, work flow, or other requirements.

3.9. A 15-minute rest period is authorized once during the morning and once during the afternoon.

★3.10. Lunch and rest periods must be taken as scheduled. They cannot be combined or not taken in order to shorten the workday.

3.11. All personnel must account for the total number of hours they are scheduled to work each day. Noone may work a tour exceeding their work schedule without prior approval of overtime.

3.12. Civilians who wish to participate in noontime education classes or other similar activities may use annual leave or an extended lunch period. If an extended lunch period is used, personnel on a compressed work schedule should consult the tables at attachments 2 and 3 to ensure a work starting time early enough to complete their basic work requirement.

3.13. The policies and procedures concerning unavoidable and unauthorized absence and tardiness, requesting and approving annual and sick leave, and excused absence, remain unchanged. Supervisors must be notified of unscheduled absence as soon as practicable, but not later than 0830.

3.14. Holiday and Leave:

3.14.1. Holiday:

3.14.1.1. When a holiday falls on a day that an employee is regularly scheduled to work under any work schedule, the scheduled workday is the employee's holiday.

3.14.1.1.1. If the employee is on a compressed work schedule, the employee's holiday will be comprised of the number of hours the employee is regularly scheduled to work that day.

3.14.1.2. When a holiday falls on a non workday for an employee covered by a compressed work schedule and:

3.14.1.2.1. The holiday falls on Sunday, the first regularly scheduled workday following the Sunday holiday is the employee's "in lieu of" holiday. For example, if the employee is regularly scheduled to work Tuesday through Friday (with the SDO on Monday) and Sunday is a holiday, the employee's "in lieu of" holiday will be the following Tuesday.

3.14.1.2.2. If the holiday is not on a Sunday, the last regularly scheduled workday preceding the holiday is the employee's "in lieu of" holiday. For example, if the employee is regularly scheduled to work Tuesday through Friday (with the SDO on Monday) and Monday is a holiday, the employee's "in lieu of" holiday will be the preceding Friday.

3.14.2. Leave.

3.14.2.1. Leave time during a participant's basic work requirement must be charged to the appropriate leave category.

3.14.2.1.1. On the 5-4/9 plan, 1 day of leave will constitute 9 hours (or 8 hours on the day so designated).

3.14.2.1.2. On the 4/10 plan, 1 day of leave will constitute 10 hours.

3.15. When participants are required to travel, attend training, or serve where the hours of work are different from their selected work plan, they must follow the work schedule where the temporary duty is performed. Upon return to regularly assigned duty, the participant will return to the work plan previously agreed upon. Individual arrangements will be made between the supervisor and the employee to ensure 80 hours of work for each biweekly period on a case-by-case basis. Existing regulations covering overtime and compensatory time will apply.

4. Responsibilities.

4.1. Supervisors:

4.1.1. Ensure that subordinates understand the work schedules available, and the proper procedures for requesting leave, late reporting or other deviations from the work schedule. Designate an alternate or other point of contact in case of absence. Delegation of this duty does not relieve the supervisor of the responsibility for the accuracy of ARPC Form 2, **Employee Time and Leave Record**.

4.1.2. Schedule meetings during core time whenever possible. For attendance at meetings that extend beyond their workday, Fair Labor Standards Act nonexempt personnel are entitled to overtime compensation.

4.1.3. Take effective corrective or disciplinary action according to applicable regulations for participants who:

4.1.3.1. Falsify ARPC Form 2.

- 4.1.3.2. Leave the place of duty before completing the required hours of work.
- 4.1.4. Should not use denial of individual participation in any work plan as a disciplinary measure. This includes employees on leave restriction.
- 4.1.5. Direct questions about policies and procedures to the Civilian Personnel Office (MSC).

4.2. Participants:

- 4.2.1. Ensure each workday begins within the morning standard time band (0630-0830), and ends during the afternoon standard time band (1500-1800).
- 4.2.2. Ensure all entries on the ARPC Form 2 are accurate and legible before initialing.

5. Forms Prescribed: ARPC Forms 2 and 3.

KIRK A. JAMISON
Chief, Systems Services Division
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Attachment 1—TABLE OF PROPOSED DEPARTURE TIMES (8-HOURS DAY)
Attachment 2—TABLE OF PORPOSED DEPARTURE TIMES (9-HOUR DAY)
Attachment 3—TABLE OF PROPOSED DEPARTURE TIMES (10-HOUR DAY)

Attachment 1

TABLE OF ARRIVAL/ DEPARTURE TIMES (8-HOUR DAY)

DURATION OF LUNCH BREAK
(IN MINUTES)

Work Start Time	30	35	40	45	50	55	60	65	70	75	80	85	90
0630	1500	1505	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600
0635	1505	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605
0640	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610
0645	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615
0650	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620
0655	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625
0700	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630
0705	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635
0710	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640
0715	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645
0720	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650
0725	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655
0730	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700
0735	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705
0740	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710
0745	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715
0750	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720
0755	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725
0800	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730
0805	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735
0810	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740
0815	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745
0820	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750
0825	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755
0830	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800

NOTE: ARPC lobby is open until 1730. Employees departing after that time must swipe their building badge through the card reader to activate the exit door.

Attachment 2

TABLE OF ARRIVAL/DEPARTURE TIMES (9-HOUR DAY)

DURATION OF LUNCH BREAK (IN MINUTES)

Work Start Time	30	35	40	45	50	55	60	65	70	75	80	85	90
0630	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700
0635	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705
0640	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710
0645	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715
0650	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720
0655	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725
0700	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730
0705	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735
0710	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740
0715	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745
0720	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750
0725	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755
0730	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800
0735	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800	
0740	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800		
0745	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800			
0750	1720	1725	1730	1735	1740	1745	1750	1755	1800				
0755	1725	1730	1735	1740	1745	1750	1755	1800					
0800	1730	1735	1740	1745	1750	1755	1800						
0805	1735	1740	1745	1750	1755	1800							
0810	1740	1745	1750	1755	1800								
0815	1745	1750	1755	1800									
0820	1750	1755	1800										
0825	1755	1800											
0830	1800												

NOTE: ARPC lobby is open until 1730. Employees departing after that time must swipe their building badge through the card reader to activate the exit door.

Attachment 3

TABLE OF ARRIVAL/DEPARTURE TIMES (10-HOUR DAY)

DURATION OF LUNCH BREAK (IN MINUTES)

Work Start Time	30	35	40	45	50	55	60	65	70	75	80	85	90
0630	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800
0635	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800	
0640	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800		
0645	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800			
0650	1720	1725	1730	1735	1740	1745	1750	1755	1800				
0655	1725	1730	1735	1740	1745	1750	1755	1800					
0700	1730	1735	1740	1745	1750	1755	1800						
0705	1735	1740	1745	1750	1755	1800							
0710	1740	1745	1750	1755	1800								
0715	1745	1750	1755	1800									
0720	1750	1755	1800										
0725	1755	1800											
0730	1800												

NOTE: ARPC lobby is open until 1730. Employees departing after that time must swipe their building badge through the card reader to activate the exit door.